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## **FREQUENTLY ASKED QUESTIONS**

### **If the committee determines course work is needed in a core area what does an applicant need to submit to verify s/he has course work in that area?**

An applicant can always submit additional information such as a course description, letter from the college or university, or syllabus to clarify content of the course. If an applicant submits a course description, the description **must** be from a school catalog. Typed or handwritten notes from the applicant are not acceptable.

### **How is the start date for supervision determined?**

Supervision is effective the date the registration of supervision or supervision change of status form is received in the committee office. It cannot be backdated to the start of employment or made retroactive.

### **How does a person apply for a provisional license?**

**There is no application or fee for a provisional license.** To be eligible for a provisional license; 1) supervision must be registered and approved by the committee, 2) all the coursework must be completed, and 3) documentation from the National Board of Certified Counselors of a passing score on the National Counselor Examination (NCE) must be received in the committee office. When these three requirements have been met a provisional license is issued automatically and mailed to the setting approved by the committee.

### **How does an applicant change and/or add a supervisor and/or setting?**

To change or add a supervisor or setting, a person must file a Change Supervision Form and the \$25 change supervision fee. Like the registration of supervision, the change of supervisor or setting is effective the date the form is received in the committee office.

### **When can a person take the National Counselor Examination (NCE)?**

A person can take the NCE at any time after the master's degree is awarded. An application to take the NCE is available from the committee office.

### **When does a person apply for licensure?**

An application must complete 3,000 hours of supervised counseling experience in no less than two years and no more than four years. The applicant has up to four years from the date supervision is approved by the committee to complete 3,000 hours before applying based upon that effective date. Contact the committee office and request an application for licensure packet. It is recommended that an applicant obtain application materials 4-6 weeks in advance of completing supervision to allow adequate time to fill out the application materials and mail to the committee office.

### **How do I calculate my supervision hours?**

**Supervised counseling experience includes direct client/patient contact AND counseling related duties such as the development of a treatment plan, writing treatment notes, or attending seminars relating to counseling.** Remember that all direct client/patient contact and any counseling related duties are according to the full order, control and responsibility of the supervisor approved by the committee. The supervisor and counselor-in-training or PLPC are responsible for keeping track of the one hour per week face-to-face meetings required for the supervised experience.

In order to calculate supervision time and hours determine the start date of the supervision (*the start date is the date approved by the committee*) and the date the supervision ended (*the end date is entered on the attestation form by the licensure supervisor*). Determine the total number of months and multiply total number of months x 4 weeks per month x the average number of hours per week an applicant worked (the hours are listed on the attestation form as well). If an applicant works a partial month, make sure to add those weeks as well.

For example: If supervision was approved 2/02 and ended 7/10/02 and the applicant worked an average of 35 hours per week the calculation is as follows;

5 months x 4 weeks per month + 1 week = 21 weeks x 35 hours = 735 hours of supervised experience.

### **Can an LCSW provide licensure supervision?**

A licensed clinical social worker cannot provide supervision for licensure. Only a licensed professional counselor, licensed psychologist, or licensed psychiatrist can provide supervision for licensure.

### **What if the LPC, licensed psychologist, or licensed psychiatrist is not employed at the same setting as an applicant?**

If a licensure supervisor is not employed at the same setting as the applicant, there must be a document to affiliate the supervisor. The counselor-in-training or PLPC, licensure supervisor and a representative of the counseling setting sign this document. A model contract is available from the committee office for anyone to use or amend. The model contract affiliates the supervisor to the setting.

### **How long will it take for the committee to review my materials?**

It can take up to 60 days for materials to be reviewed. The committee schedules a one-hour conference call meeting approximately every six weeks and reviews thirty applications for licensure and/or supervision. Additionally, the committee convenes face-to-face at least once every four months. Dates for conference calls and meetings are posted on the web site <http://www.ded.state.mo.us/regulatorylicensing/professionalregistration/counselr>. Materials must be received within thirty days prior to any committee conference call or face-to-face meeting. Once the committee has reviewed the materials it can take approximately 2 – 3 weeks for the results to be mailed to the applicant. Please be advised that the results cannot be given out over the telephone.

### **What continuing education is needed once a person is a licensed professional counselor?** There is no continuing education required to renew a license.